

APPENDIX D

COMMANDING OFFICER'SSCREENING/INTERVIEW GUIDE - MARINE CORPS SECURITY FORCE DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF MARINE CORPS SECURITY FORCE SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. This form is intended for use by career planners, administrative personnel, screening boards, and commanding officers during the selection process for MCSF duty.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to MCSF. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for MCSF duty. One copy of the Commanding Officer's Screening/Interview Guide and Financial Worksheet along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-85). The command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

RANK	NAME	SSN/MOS
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GENERAL CRITERIA

1. Meets personal appearance and height and weight standards. The Marine must be within the Marine Corps height and weight standards. No unresolved history of assignment to weight control or personal appearance programs is authorized.

HT: _____ WT: _____ NECK: _____ WAIST: _____
DATE MEASURED: _____

qual/not qual

2. Displays maturity and dependability.

qual/not qual

3. Has Marine assigned to "A" billet demonstrated adequate PMOS proficiency to serve independently?

qual/not qual

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4. Has completed ENTNAC or NAC verified by the Marine Corps Total Force System.

Date verified: _____ qual/not qual

5. Has two or fewer NJPs in current enlistment. qual/not qual

6. Has not been subject of NJP within last 180 days of date of detachment. qual/not qual

7. Has no more than two page 11 counseling entries in career and has no page 11 counseling within 180 days of detachment concerning bad checks, letters of indebtedness or financial irresponsibility.

qual/not qual

8. Has completed financial statement Appendix F with \$500.00 net available funds.

qual/not qual

9. Is not pending disciplinary action. qual/not qual

10. Has no service drug/alcohol abuse conviction. qual/not qual

11. Has no prior service drug use waiver above the recruiting station level. qual/not qual

12. Has no courts martial convictions. (For SNCO's: has no courts martial convictions within 5 years of date of detachment.)

qual/not qual

13. Has required time left on current contract or agrees in writing to re-enlist or extend to meet assignment prerequisites in reference (e).

qual/not qual

14. Has completed rifle qualification during the calendar year if transferred after 30 June.

qual/not qual

MEDICAL CRITERIA

15. Is physically qualified as evidenced by Standard Forms 88 and 89 being executed no earlier than 6 months prior to detachment.

qual/not qual

16. Is certified by medical officer to be "fit for all duties at sea and in the field."

qual/not qual

17. Has no evidence of inappropriate behavior which would preclude serving in Marine Corps Security Force duty.

qual/not qual

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18. Is dental qualified class I or II. qual/not qual
19. Has completed all required medical or dental treatment prior to transfer. qual/not qual
20. Has been advised that medical care in potential area of assignment may be limited for Marine and dependents. qual/not qual
21. Meets GT composite score requirement:
- | | |
|--------------------------|----|
| High School graduate | 80 |
| Non High School graduate | 90 |
- qual/not qual

SNCO CRITERIA

22. Has demonstrated consistent leadership ability throughout career. qual/not qual
23. Has no permanent physical restrictions relative to performance of duties. qual/not qual

MARINE ASSIGNED TO ACCOMPANIED TOUR IN NAPLES

1. Possesses a valid civilian drivers license. qual/not qual

MARINE ASSIGNED TO "B" BILLET IN PRP COMMAND*

1. Has been screened in accordance with reference (n) and remarks have been made on page 11 of SRB per reference (o) par 4014.h. qual/not qual/NA
2. Has completed ENTNAC or NAC within past 5 years or initiation of NAC prior to transfer. qual/not qual/NA
3. Is a U.S. citizen. qual/not qual/NA
4. Physical competence, mental alertness, and technical proficiency commensurate with duty requirements. qual/not qual/NA
5. Evidence of dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in working environment. qual/not qual/NA

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6. Evidence of good social adjustment and emotional stability and ability to exercise sound judgment in meeting adverse or emergency situations.

qual/not qual/NA

7. Positive attitude toward special weapon duties, including the purpose of the PRP.

qual/not qual/NA

8. Any alcohol abuse raises serious questions regarding an individual's acceptability for initial assignment in a PRP position. However, an isolated incident of alcohol abuse is not intended to be automatically disqualifying.

qual/not qual/NA

9. Any personnel determined to have pre-service or in-service abuse of any drug will be disqualified prior to initial assignment to a PRP billet. Pre-service experimental (infrequent) use of cannabis derivatives will not necessarily be the basis for disqualification.

qual/not qual/NA

10. Has not demonstrated poor performance on the job or unreliability evidenced by an unauthorized absence or desertion. Evaluate all aspects of the individuals actions, keeping in mind that instances of past youthful indiscretions are not necessarily proof of unreliability or negligence.

qual/not qual/NA

11. Has no convictions of an offense, or involvement in a serious crime.

qual/not qual/NA

12. Does not display a poor attitude or lack of motivation which can be evidenced by a negative or pessimistic attitude (arrogance, inflexibility, or suspiciousness), unsound behavior (impulsiveness, destructiveness, or suicide threats), or aberrant mood (depressed or agitated).

qual/not qual/NA

13. OPNAV 5510/414 PRP screening and evaluation record (sample included in this Appendix) is completed and certified. Upon completion, it should be filed in the service record book SRB).

qual/not qual/NA

* Reference (n) gives further guidance on PRP screening and evaluation.

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ADDITIONAL QUALIFICATION PREREQUISITES/COMMANDING OFFICER'S CHECK-
LIST FOR ASSIGNMENT TO MARINE BARRACKS, WASHINGTON, DC

GENERAL CRITERIA (MEMBER OF CEREMONIAL UNITS)

1. Meets all criteria above excluding PRP screening requirements.
qual/not qual
2. Has a high probability of attaining a satisfactory Single-Scope
Background Investigation for Top Secret clearance and White House
Access, Category Three.
qual/not qual
3. Has no NJPs. qual/not qual
4. Has outstanding military appearance. qual/not qual
5. Has no illegal drug use in excess of 3 uses of marijuana.
qual/not qual
6. Has demonstrated a marked ability to drill. qual/not qual
7. Is a minimum of 72 inches and a maximum of 75 inches tall -
male. Is a minimum of 68 inches and a maximum of 70 inches tall -
female.
qual/not qual

PRESIDENTIAL SUPPORT DUTY AT CAMP DAVID

8. Meets requirements above. qual/not qual
9. Meets requirements of 2 above for Top Secret and White House
Access, Category One. qual/not qual
10. Is a volunteer. qual/not qual
11. Has a minimum GT composite score of 100. qual/not qual
12. Has never been arrested. qual/not qual
13. Has no more than 3 minor traffic violations. qual/not qual
14. Is not a single parent. qual/not qual
15. Has no illegitimate children. qual/not qual
16. Has no medical problems, does not stutter. qual/not qual

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ASSIGNMENT CONSIDERATIONS

Questions within this section are intended to gain information about the Marine being considered for MCSF duty to facilitate assignment. If the response is "No" the Marine is not necessarily disqualified.

1. Marine is a U.S. citizen. (Required to be granted a clearance.) yes/no
2. Marine enlisted and was guaranteed MCSF duty on the enlistment contract. yes/no
3. Marine enlisted and was guaranteed duty on the west coast, east coast or overseas. (Circle one) EAST WEST OVERSEAS yes/no

ADMINISTRATIVE REQUIREMENTS

The following items must be accomplished by the transferring command to ensure the Marine is prepared for worldwide assignment upon receipt of orders.

1. Was tour length explained and record book entry made per reference (e). yes/no
2. Was individual issued supplemental blue allowance? yes/no
3. Has rifle and pistol qualification been annotated in the Marine's SRB? yes/no

I have personally screened _____
GRADE NAME SSN/MOS

REMARKS:

(Ensure the following signature page is attached.)

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Battalion/Squadron SgtMaj's Printed Name

Battalion/Squadron SgtMaj's Signature

Date

Commanding Officer Signature

Commanders will immediately inform the CMC (MMEA-85) if the selected Marine fails or fails to continue to meet the above requirements, or if any other factor exists (illness, accident, financial irresponsibility, etc.) which would affect the assignment to a Marine Corps Security Force unit. Sufficient detail should be provided to permit an evaluation for cancellation or modification of orders.

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PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAME (LAST, FIRST, MI)

SSN

PART I - PERSONNEL RECORDS SCREENING

a. Investigator:

Type	Date Initiated	Date Completed

b. Command review of investigation completed for initial placement in a

CRITICAL PRP position _____ (Date YYYMMDD)

INITIAL
SCREENINGRESCREENING & REEVALUATION
(Initial appropriate blocks)

1 2 3 4 5 6 7

a. Individual has the appropriate security clearance

d. Type PRP position ☐ CRITICAL☐ CONTROLLED

e. Personnel and other official records and information readily available have been reviewed for issues related to PRP standards. (Initial column when results are considered favorable)

PART II - MEDICAL EVALUATION

a. A favorable review of medical records (including a favorable medical examination/evaluation as necessary) was conducted by a competent medical authority. Appropriate entries have been made on the SF 800.

b. A favorable review of medical records and history has been conducted by other medical personnel specifically trained and designated in writing to S. 147a, Medical Service Corps officers and nurses. No potentially disqualifying information was present. Appropriate entries have been made on the SF 800.

c. Potentially disqualifying information was evaluated by a competent medical authority. Appropriate reexamined/evaluations or psychiatric evaluation substantiated. Appropriate entries have been made on the SF 800.

PART III - PERSONAL INTERVIEW AND BRIEFING

a. Individual has been personally interviewed and informed of the significance of the PRP assignment, of reliability standards, and of the need for reliable performance. Individual demonstrates a positive attitude toward the PRP and its objective (Initial in column when the results are considered favorable)

b. I have been interviewed and briefed as indicated. I understand the spirit and intent of the PRP.

Signature of Interviewer

Date (YYMMDD)

PART IV - PROFICIENCY

a. Individual is currently undergoing supervised on-the-job training leading to proficiency certification.

b. Individual is certified as proficient in the duties to be performed and has been qualified by

☐ Formal Course of Instruction and experience☐ Supervised training and experience

PART V - CERTIFICATE OF ACCEPTABILITY

Individual has been evaluated using PRP standards. All information (including any potentially disqualifying information present), has been thoroughly evaluated. I find the individual's acceptability for PRP assignment to be:

☐ Suitable☐ Unsuitable☐ Temporarily Unsuitable

(Type/Print Name, Grade, Position & Organization of PRP Certifying Official)

Signature & Date

1

2

3

4

5

6

7

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PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD OPNAV Form 5510414 (3-84) INSTRUCTIONS

General Instructions

- File and maintain the completed OPNAV 5510414 on the permanent side of the service record or for civilians, in the official personnel folder (OPF). File OPNAV 5510415 (3-84) (Screening Modifier for Personnel Reliability Program) in service record (left hand side) and in the member's health records (right hand side) to reflect assignment of the individual to or in training for a position requiring extraordinary reliability. Identify the individual to supervisors, managers and other line and staff officers for purposes of ensuring continuing evaluation.
- File changes to the OPNAV 5510414 are acceptable provided they are legible and are initiated by the Certifying Official. Changes will be made by lining through the incorrect information, inserting the correct information in the same space, and initialing by the Certifying Official.
- The Certifying Official will initial OPNAV 5510414 blocks to demonstrate review. State marks will be used for corresponding items that were not reviewed or pertinent.
- All dates will be entered so that year, month and day are easily discernable. (Wednesday, 800101).
- The screening of personnel records, the medical evaluation and the initiation of investigation may be conducted in any order the Certifying Official deems appropriate.
- When an individual's OPNAV 5510414 is completely filled in, or becomes unavailable, a new OPNAV 5510414 will be prepared. Attach the old form to the new form and file in the personnel record. The words "Continuation Sheet" shall be printed at the top and bottom of the new form.
- Personnel in training for, or performing in, an assignment or position designated as PRP Critical or Controlled are required to be screened initially and continuously evaluated thereafter to ensure they meet the program standards. This form provides a format for documenting the required screening and continuous evaluation process. Complete applicable parts of the form and initial appropriate blocks.

1. Part I - Personnel Record Screening

- In section a., record the type of investigation (ENTHAC, NAC, SSB, SFE, PR, etc.). You may use the type investigation identified on the Department of the Navy Central Adjudication Facility (DON CAF) message. Additionally, record the date the investigation was initiated or requested and/or the date the investigation was completed.
- Section b. is for initial assignment to a **CRITICAL PRP** position. The certifying official is required to review the investigation that supports the initial assignment. The certifying official will fill in the date the investigation was reviewed. Once the initial review is accomplished, there is no need to repeat the review for subsequent screening or at subsequent commands.
- Initial in section c. when the individual has a security clearance commensurate with the security classification of the information required.
- In section d. identify the type of PRP position assignment.
- Review the individual's service record, official personnel folder or other records relevant to PRP standards. In section e., initial the appropriate column when review is favorable.

2. Part II - Medical Evaluation. A medical evaluation is required to determine the individual's physical and mental fitness for PRP duties. The PRP medical evaluation may be based solely on medical history records if they are sufficiently comprehensive and current. Where potentially disqualifying information exists or an otherwise disqualifying condition is present, a current medical examination by competent medical authority is required. Psychiatric consultation may be warranted if there are indications of mental or emotional disorders. An SF 600 entry in the medical record regarding the individual's acceptability for PRP duties is necessary.

- Initial in section a. when the medical record review or medical examination/evaluation was conducted by a competent medical authority. Document determination on the SF 600.
- Initial in section b. when the medical records review was accomplished by other medical personnel specifically trained and designated in writing (e.g. HMC's, Physician Assistants, Medical Service Corps officers and nurses) and revealed no potentially disqualifying information. Document determination on the SF 600.
- Initial in section c. when potentially disqualifying information is present, the information is evaluated by a competent medical authority, and the individual is determined suitable for PRP assignment. Document determination on the SF 600 commenting on all potentially disqualifying information.

NOTE: In all cases, medical certification entries will be documented on the SF-600, and the information provided to the certifying official for final PRP suitability determination.

3. Part III - Personnel Interview and Briefing

- In section a., the interviewer will initial when the required interview and briefing are conducted and the results are satisfactory.
- In section b., for initial PRP assignment the individual will sign, date, and initial column 1. When re-screening, the individual will initial in columns 2-7.

4. Part IV - Proficiency. Personnel who perform classification, intercept, limited life component (LLC) changes, etc., and BOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by on-the-job training or during the required instructional phase. Ensure prescribed instructional requirements are met.

- Initial in section a. when the individual has needed experience or training and is undergoing supervised on-the-job training. Retest when appropriate.
- Initial section b. as appropriate.

NOTE: Completion of Part IV is not required when conducting preliminary screening incident to transfer to a course of instruction.

5. Part V - Certificate of Acceptability. Ensure all aspects of screening are accomplished, make a determination, initial the appropriate block and sign. Certification of acceptability must be made by the Commanding Officer, Executive Officer or PRP Certifying Official.

6. Administrative Termination

- A certification of acceptability will be terminated administratively when an individual is reassigned within the same command from a PRP position to a non-PRP position for reasons that are not disqualifying. Enter "Administratively Terminated" in the next succeeding column of OPNAV 5510414 (leaving all blocks blank).
- The official signing the administrative termination shall be the Certifying Official.
- When an individual receives Permanent Change of Station (PCS) orders, the administrative termination is automatic. Entry on the OPNAV 5510414 is not required.

APPENDIX F

COMMANDING OFFICER'S FINANCIAL WORKSHEET

Disclosure of information on this format is voluntary. Possible adverse affects of nondisclosure could result in a decision being made to assign the subject to a special duty or independent duty assignment without consideration of information which, if known, might have had a bearing on that decision. The information solicited by this format is not to be included in any official system of records.

Rank _____ Last Name, First Name, MI _____ SSN/MOS _____

Unit _____ MCC _____

1. GENERAL INFORMATION

Married _____ Number of Children/dependants _____
(excluding spouse)

2. MONTHLY INCOME (Note 1)

a. Base Pay\$ _____ . _____
b. PRO/SEP Rations.....+ _____ . _____
c. SDA Pay - D.I. 275.00 RCTR 375.00.....+ _____ . _____
MSG 110.00
d. Other Income+ _____ . _____
e. Total Monthly Income\$ _____ . _____

3. MANDATORY MONTHLY DEDUCTIONS (Note 2)

a. FITW (Federal Tax)\$ _____ . _____
b. Social Security+ _____ . _____
c. Medicare+ _____ . _____
d. SITW (State Tax)+ _____ . _____
e. SGLI+ _____ . _____
f. Dental Family+ _____ . _____
g. Charity (Note 3).....+ _____ . _____

- h. Allotments: _____ + _____.
(Note 4) _____ + _____.
- i. Advance Pay+ _____.
(Balance: \$ _____)
- j. Child Support/Alimony+ _____.
- k. Other+ _____.
(Explain: _____)
- l. Total Mandatory Monthly Deductions\$ _____.
4. MONTHLY CREDIT PAYMENTS/RECURRING BILLS & OBLIGATED DEBTS
(Note 5)
- a. Car #1.....\$ _____.
- b. Car #2.....+ _____.
- c. Car Insurance+ _____.
- d. Personal Life Insurance+ _____.
- e. Credit Cards: _____ + _____.
_____ + _____.
_____ + _____.
_____ + _____.
_____ + _____.
_____ + _____.
_____ + _____.
- f. Loans: _____ + _____.
_____ + _____.
_____ + _____.
- g. Other: _____ + _____.
_____ + _____.
- h. Total Monthly Credit Payments..... \$ _____.

5. NET AVAILABLE FUNDS

- a. Total Monthly Income..... \$_____.
- b. Total Mandatory Monthly Deductions..... +_____.
- c. Total Monthly Credit Payments..... +_____.
- d. NET AVAILABLE FUNDS..... \$_____.

6. ADDITIONAL INFORMATION (Note 6)

- a. Savings Account(s): _____ \$_____.
- b. Checking Account(s): _____ +_____.
- c. Investments: _____ +_____.
- d. Total Amount Available \$_____.
- e. Spouse Income..... \$_____.
- This income contributes to credit
payments (Transferable Skill?) _____
- f. Do you own a home or mobile home? _____ yes/no
- When Purchased? _____
- g. If yes, monthly payment:..... \$_____.
- (Mortgage Balance: \$_____.)

NOTE 1: Do not include BAH in computing monthly income.
BAH payments are considered to adequately cover housing expenses.

NOTE 2: Normally those deductions found on the LES

NOTE 3: NRS, CFC, USN/MC Retirement Home, etc.

NOTE 4: Explain the type of allotment. Do not include dependent allotments. (i.e. child's savings bonds, etc.)

NOTE 5: Do not include those creditors that are paid by an allotment listed under MANDATORY MONTHLY DEDUCTIONS. Do not include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.

NOTE 6: The items listed under ADDITIONAL INFORMATION are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments.)

Signature of Marine

Date

Based upon my assessment, I find this Marine financially
Qualified/Unqualified. The finding of UNQUALIFIED is amplified in
the remarks below.

Signature of Commanding Officer

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